

For: All FFAS Employees

Continuous Learning and Succession Planning Tool for Developing Competencies

Approved by: Deputy Administrator, Management



1 Overview

A Background

Both the President and Congress recognize the Federal workforce is central to the delivery of services to the American public and state that people are the key to mission accomplishment. Among other initiatives, the President and Congress have singled out Strategic Management of Human Capital to ensure that the Agency has the right people in the right place at the right time with the right skills. FFAS, HRD is determined to provide the means to ensure a highly skilled, diverse, and productive workforce.

Encouraging agencies, management, and employees to be accountable for continuous learning is important to HRD. HRD is dedicated to providing the Federal human resource development community and its strategic partners (customers) the necessary guidance and tools that assist agencies in achieving their strategic goals and creating a highly trained workforce.

B Purpose

This notice provides **Federal and non-Federal FFAS** employees with guidelines to develop the competencies (as defined by OPM) necessary to perform the requirements of their occupations. The continuous learning and planning tool will:

- identify a pathway to build upon the competencies (skills, knowledge, and abilities) required for all employees, especially for mission critical occupations and leadership positions
- assist managers and supervisors in effectively managing employee development
- ensure continuity of leadership, and sustain a learning environment that drives continuous improvement in performance

Disposal Date	Distribution
January 1, 2008	All FAS, RMA, and FSA employees; State Offices relay to County Offices

Notice PM-2570

1 Overview (Continued)

B Purpose (Continued)

- assist employees in identifying a learning pathway to enhance their competencies and promote the accomplishment of the agency's goals
- encourage using USDA's Learning Management System, AgLearn, and provide targeted training that can become a fundamental component of an employee's annual Individual Development Plan (IDP).

C Labor- Management Obligations

Where exclusive representation exists, bargaining may be requested to the extent allowed by applicable statutes. Where contract language already addresses these policies and procedures for bargaining unit employees, contract language prevails, except where such language is in violation of law, rule, or regulation.

2 Action

A Manager and Supervisor Responsibilities

All managers and supervisors are encouraged to:

- identify at least 2 courses related to the competencies identified in the Leadership Journey diagram (see subparagraph 2 F) of OPM's required competencies per year, and complete an associated AgLearn course identified in the Competency Training Matrix (see subparagraph 2 F)
- develop the competencies of their employees to ensure that the agency's mission, strategies, and goals are accomplished
- support their employees in developing or strengthening the competencies necessary to perform their jobs and support the agency mission
- facilitate employees using the Competency Training Matrix to identify and complete at least 2 AgLearn courses per year that is directly related to their occupation.

Note: The employee's IDP may be used to identify the course work and ensure timely completion. IDP's should be reviewed in combination with mid-term and year-end performance reviews.

Notice PM-2570

2 Action (Continued)

B Employee Responsibilities

Employees are encouraged to:

- identify at least 2 developmental competencies per year and complete an associated AgLearn course identified in the Competency Training Matrix (see subparagraph 2 F)

Exception: This notice does **not** apply to FSA STC and COC temporary, intermittent, foreign nationals, cooperatives, and contractor employees.

- choose a competency listed under the position title occupational series and complete at least 2 associated AgLearn courses per year if their position title occupational series has been identified in the Competency Training Matrix (see appropriate agency “tab” on Excel document)
- use their annual IDP to:
 - identify the competencies to be developed or enhanced and select the associated AgLearn courses to complete
 - secure the manager’s/supervisor’s approval.

C FFAS, HRD Responsibilities

FFAS, HRD:

- Strategic Human Capital Management Section (SHCMS), Training and Development Branch, and Employee Development Section will review the information on the OPM Leadership Journey diagram and the Competency Training Matrix (see subparagraph 2 F) on a bi-yearly basis
- SHCMS will make changes to the documents identified in subparagraph F to ensure that the most current information is available to FFAS employees.

D Accessing Training on the AgLearn Web Site

Employees:

- shall access the training at **www.aglearn.usda.gov**
- are required to have a USDA eAuthentication Employee Account (user ID and password) to access training provided through AgLearn
- without an account shall establish an eAuthentication user ID and password according to 6-IRM, Exhibit 16.5.

Notice PM-2570

2 Action (Continued)

E Contacts

Offices shall direct questions about:

- access to AgLearn to the AgLearn Helpdesk by either of the following:
 - e-mail at **aglearnhelp@genphysics.com**
 - Aglearn Helpdesk at 866-633-9393
- competencies to FFAS, HRD, SHCMS by either of the following:
 - e-mail at **HumanCapital@kcc.usda.gov**
 - telephone at 816-926-1630
- policy determinations on training requirements to:
 - Training and Development Branch at 202-401-0374
 - Employee Development Section at 816-926-6263.

F References

Employees, supervisors, and managers may access the following web sites for additional information and tools for developing human capital:

- FSA web site at **<http://www.fsa.usda.gov/FSA>** for the Leadership Journey diagram and the Competency Training Matrix according to the following:
 - CLICK “Access the Human Resources web site” under “I want to...”
 - CLICK "Training" under “Browse by Subject”
 - under "Resources" CLICK "Competency Training Matrix" or "OPM Leadership Journey"
- OPM web site at **<http://www.opm.gov>**; select the link for "HR Practitioners/Agencies"
- FSA, RMA, and FAS Agency Strategic Plans.